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NASA Procedural Requirements

NPR 3319.1

Effective Date: May 07, 1999

Expiration Date: December
07, 2006**COMPLIANCE IS MANDATORY**[Printable Format \(PDF\)](#)

Subject: Management of Senior Scientific and Technical and Other Senior Level Positions w/Change 1 (3/29/04)

Responsible Office: Office of Human Capital Management[| TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [ALL](#)

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Chapter 1. Management Authority

1.1. The Administrator is responsible for the overall management of ST and SL positions in NASA.

1.2. The Assistant Administrator for Human Resources assists the Administrator in the overall management of ST and SL positions; directs activities that provide policy advice and management support to the Administrator; and oversees and coordinates systems dealing with recruitment, appointment, position allocation and management, executive development, performance appraisal, and compensation.

1.3. Institutional Program Officers (IPO's) are Enterprise Associate Administrators with the dominant activity at a NASA Center, and they exercise oversight of the ST and SL resources system within their Headquarters organization and the Centers where their activity is dominant.

1.4. Executive Position Managers (EPM's) are Officials-in-Charge of Headquarters Offices (OIC's) and Center Directors, and they manage the NASA ST and SL resources system within their NASA organizational jurisdictions. The EPM's implement ST and SL management policy and processes in their organizations, including performance appraisals, bonus nominations, incentive awards, compensation, executive resources and development planning, and identification of potential successor candidates.

1.5. The Administrator assumes and retains all authority not specifically delegated, including (but not limited to) approval of the following:

- a. New appointments.
- b. Creation of new positions.
- c. Assignments to newly created positions.
- d. Reserved.
- e. Reserved.
- f. Incentive Awards.
- g. Annual performance awards (bonuses).
- h. Adverse actions.
- i. Reassignments between organizations headed by different EPM's.
- j. Reassignments involving a permanent change of station.
- k. Details, Intergovernmental Personnel Act (IPA), or developmental assignments exceeding 120 days.

1.6. The Administrator delegates to IPO's and OIC's authority to approve and carry out the following actions for ST's and SL's in existing approved positions within their NASA organizational jurisdictions, after 15 days advance notice to the Administrator:

1.6.1. Reassignments and title changes.

1.6.2. Single-level pay increases up through ST/SL-4.

1.6.3. Reserved.

1.7. Annually, the Administrator will determine a fixed number of 5 percent bonuses to be allocated to the IPO's, and to the technical and administrative Headquarters staff office groups, for award to ST and SL employees. IPO's will further allocate to their Center Directors an appropriate allocation for award to employees at each Center.

1.8. Reserved

| [TOC](#) | [Change](#) | [Preface](#) | [Chapter1](#) | [Chapter2](#) | [Chapter3](#) | [AppendixA](#) | [ALL](#) |

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